



MUNICIPAL BUILDING
655 Blacklick Street
Groveport, Ohio 43125
614-836-5301 FAX: 614-567-2498
www.groveport.org

ROADWAY/RIGHT OF WAY PERMIT APPLICATION

**SUBMIT PERMIT REQUEST VIA E-MAIL TO:
ENGINEERING@GROVEPORT.ORG**

City-issued ROW permit No.: ROW-GVP- _____ - _____

APPLICANT

Name: _____

Contractor: _____

Address: _____

Contact Email: _____ Contact Phone Number: _____

Street address or location of work: _____

Type of Work: _____

For Purpose of: _____

Area to be located on property (front, rear, sides, etc.) _____

Start Date: _____ Start Time: _____ Anticipated End Date: _____

Additional information: _____
(attach additional sheets as needed)

Applicant's or Authorized Agent's Signature

Date

IMPORTANT NOTE !

- Applicant **shall** submit scaled plans of proposed work, including a maintenance of traffic plan in accordance with the OMUTCD, with this application.
- A copy of this permit **MUST** be carried by the field crew.
- Construction shall conform to City of Groveport Specifications. For copy of Groveport standard drawings and other specifications, contact Groveport Engineering Department at (614) 836-5301.

PERMIT CONDITIONS: ☒ **If checked, condition applies to this permit**

- ☐ 1) The applicant may be required to post a bond (cash, surety or letter of credit) with the City in an amount determined by the Administrator or his designee. The City shall return the bond within 10 days of notification of completion of the work in a satisfactory manner, but such costs as may be incurred by the City either for providing adequate protective devices, maintaining a clean work site, or repairing damages to City utilities shall be retained by the City.
- ☐ 2) The applicant hereby agrees to restore such street, alley, sidewalk, right of way, or easement in accordance with the current standards and specifications of the City of Groveport; to provide adequate protective safe guards for the excavations and to maintain a working area free from debris, dirt and litter; and to comply with the General Notes of the City as deemed applicable by the City Engineer.
- ☐ 3) If the ground surface within the right-of-way or within private property adjacent to the right-of-way is rutted, mounded, denuded of vegetation, or otherwise disturbed in an unacceptable manner as determined by the City, by activities caused by the applicant or their subcontractor(s), the applicant SHALL restore the impacted area to it's former condition and appearance AND SHALL reseed and mulch the disturbed area. This City reserves the right to declare the required seed mix and mulching material, AND to determine if restoration activities are acceptable.
- ☐ 4) All attachments, exhibits and conditions attached to this permit are hereby made a part of this approval.
- ☐ 5) **The contractor shall notify Groveport Public Services (614) 836-3910 at least 48 hours in advance of the start of construction.**
- ☐ 6) The City shall be provided 24-hour notice before excavations are backfilled and/or pavement is restored.
- ☐ 7) When excavations are street plated the plates shall be secured in place and advance warning signs shall be erected.
- ☐ 8) Any sewer, waterline or appurtenance damaged shall be immediately reported to the City and repaired to the City's satisfaction and no cost to the City.
- ☐ 9) The City reserves the right to require adjustments of the alignment of the improvement at the time of installation.
- ☐ 10) If the work is not completed within the timeframe defined by this permit an application for extension shall be submitted to the City within 3 days of the original expiration date.
- ☐ 11) As Built Drawings: Permittee may be required to furnish "as-built" drawings not later than one hundred twenty (120) days after construction has been completed. Drawings shall show ownership of conduits, ducts, poles and cables used for the telecommunications or utility system. Drawings shall be drawn to an appropriate scale. Permittee shall provide one (1) set of CD's, in pdf format, and one (1) set of blue or black line "as-built" drawings. State plane coordinates shall be shown for benchmarks, curb lines, and structures. Drawings shall show horizontal dimensions from the curb line and elevations.

REQUIRED NOTIFICATIONS:

- PRIOR TO START: City of Groveport Dept. of Public Services Superintendent: **614-836-3910 or 614-567-2496**
- WHEN WORK is COMPLETE: City of Groveport Engineering: 614-830-2067
- Ohio Utility Protection Service (OUPS) www.oups.org: 800-362-2764 or 8-1-1
- In the case of an after-hours emergency, contact the City of Groveport Police Department and they will contact the on call employee: 614-525-3333

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DO NOT WRITE BELOW THIS LINE

Date Received: ____ / ____ / ____

Application Approved ? ____ YES ____ NO

Date of Action: ____ / ____ / ____

Permit No. (also on page 1): ROW-GVP-____ - ____

Expiration Date: ____ / ____ / ____

Employee Signature: _____ Rev. 04/2026